

IRAO OFFICE USE ONLY	
Received	
In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i
Code Request Form for Academic Programs for

Reset Form

NEW OR MODIFY PROGRAM CODE

New Program Code **Modify Program Code**

Date: 20 August 2016

REQUESTOR CONTACT INFORMATION

Name: Susan Kazama *[Signature]* Campus: Kapiolani CC
 Title: Interim Vice Chancellor for Academic Affairs Email: smurata@hawaii.edu
 Office/Dept: Academic Affairs Phone: 734-9519

NEW PROGRAM CODE TO CREATE

Institution: KAP - Kapiolani CC Campus: KAP - Kapiolani CC
 Level: UG - Undergraduate Effective Term: Fall 2017

	Code <small>(Max. Characters)</small>	Description	Check if requesting new code:
College	(2) <u>BE</u>	<u>Business Education</u>	<input type="checkbox"/> See Banner form STV COLL
Department	(4) <u>BUS</u>	<u>Business</u>	<input type="checkbox"/> See Banner form STV DEPT
Degree/Certificate	(6) <u>CA</u>	<u>Certificate of Achievement</u>	<input type="checkbox"/> See Banner form STV DEGC
Major	(4) <u>LEGL</u>	<u>Paralegal</u>	<input type="checkbox"/> See Banner form STV MAJR
Concentration	(4) _____	_____	<input type="checkbox"/> See Banner form STV MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV MAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code: _____

Is this major/concentration code being used the same way at the other UH campuses? Yes No
 Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.* Yes No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus? Yes No
 Is this program/major/certificate financial aid eligible? Yes No
 Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

Will be reviewing for GE eligibility *[Signature]*

Program Length
In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

1.0

Special Program Designations A B N P T U

See Special Program Designations Code Definitions on IRAO Program Code Request webpage

Required Terms of Enrollment: Fall Spring Summer Extended

ADDITIONAL COMMENTS

ATTACHMENTS

BOR Approved: Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents Curriculum

Chancellor Approved: Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify VPAA about new program Curriculum

For new certificates approved by the Chancellor, the related BOR authorized academic program is:
AS Paralegal

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.


Registrar:

Jerilynn Enokawa  8/22/16
Print Name Signature Date

Financial Aid Officer:

Jennifer Bradley  8/22/16
Print Name Signature Date

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

Suzette Robinson  8/31/16
Print Name Signature Date



UNIVERSITY of HAWAII*
KAPI'OLANI
COMMUNITY COLLEGE

August 22, 2016

TO: Risa Dickson
Vice President for Academic Affairs

FROM: Louise Pagotto *Louise Pagotto*
Interim Chancellor, Kapi'olani Community College

SUBJECT: Request Code for New Certificate at Kapi'olani Community College

Effective fall 2017, Kapi'olani Community College has created a new certificate; a Certificate of Achievement in Paralegal. Links to the Program Action Request and Action Request Memorandum were emailed to you today, Monday, August 22, 2016.

Kapi'olani Community College is submitting a code request for CA-LEGL.

KAPI'OLANI COMMUNITY COLLEGE

University of Hawai'i

PROGRAM ACTION REQUEST (Form: 2/22/02)

(Attach an Action Request Memorandum Stating the Justification for This Request;

Submit One Request for Each Proposal)

- 1a. Type of Program Action (please choose one, omit others) **New Program**
- 1b. If modification of an existing program, what kind of modification? (choose from list, omit inappropriate)
- 1c. If new program, attach a program proposal for the Board of Regents, attach a copy of the "permission to plan" documents.

A copy of the Action Request Memorandum is attached. This Certificate does not require permission to plan because all of the courses for this certificate are part of the existing A.S. in Paralegal.

2. Program Type (please choose one, omit others) **CERTIFICATE OF ACHIEVEMENT**

3. Program Name and Program Description:___

Certificate of Achievement in Paralegal

The CA Program is designed for post-baccalaureate students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The certificate program provides the foundation for students to think critically and act ethically in the workplace and in the community. The certificate program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

4. Effective Term (semester/year): Fall 2017

5. Add pages to the KCC General Catalog:___

Add/modify the appropriate pages in the 2015 Catalog at Program/Courses at pages 3 and 21-23.

6. Is this program offered at another UH Campus? (please choose one, omit other) **NO**.
If YES, specify campus, and program name. If NO, why is this program offered at KCC.

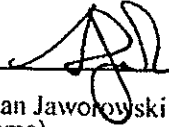
A paralegal is a legal professional who assists in the delivery of legal services, generally under the supervision of an attorney. The A.S. Paralegal program has been offered at KCC since 1978 and is the only American Bar Association-approved program in the State. No other UH campus is eligible to teach these courses. The Program has enjoyed continuous ABA approval since 1978. During the Program's 2012 site visit, the site team leader recommended that the Program create a paralegal certificate for students who had already completed their bachelor's degree. This certificate, which is often found alongside a two-year degree in other ABA-approved paralegal programs, requires fewer courses in recognition that the graduate has already substantially met general education requirements.

7. Justification

The Paralegal program attracts some students who have already completed their undergraduate degrees. They seek a paralegal degree to better compete in the job market, but the only degree available in the U.H. system is an A.S. degree. These college graduates have already met substantially similar general education requirements that are required under the A.S. degree. The Paralegal program student learning outcomes (SLOs) for the A.S. degree and the Certificate of Achievement are the same. The required LAW courses in both the A.S. degree and the Certificate of Achievement cover the existing six Paralegal program student learning outcomes. This Certificate of Achievement will parallel the required courses in the Paralegal A.S. degree without requiring the general education requirements that the students have already met. Prior to offering this certificate at Kapi'olani Community College, the Certificate must also be

approved by the American Bar Association. The Certificate of Achievement approval was applied for, and received on September 9, 2013. A copy of the approval is attached.


Requested by:


Susan Jaworowski
(Name)

Business, Legal, and Technology Education Dept. 1/22/16
(Department) (Date)

1/25/16


Approved by:

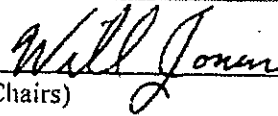

(Trude Pang - Department Chairperson)

1-25-16
(Date)

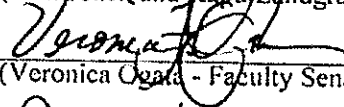

(John Richards - Dean)

1/25/16
(Date)


(Will Jonen and Kapu Landgraf - Curriculum Co-Chairs)



2/26/16
(Date)

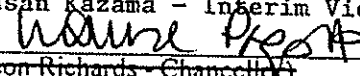

(Veronica Ogata - Faculty Senate Chairperson)

5/9/2016
(Date)


(Louise Pagotto - Vice Chancellor for Academic Affairs)

8-20-16
(Date)

Susan Kazama - Interim Vice Chancellor for Academic Affairs


(Louise Pagotto - Chancellor)


8/20/16

(Date)

Louise Pagotto - Interim Chancellor

Action Request Memo
January 21, 2016

To: Leon Richards, Chancellor
Veronia Ogata, Faculty Senate Chair
Louise Pagotto, Vice Chancellor for Academic Affairs 2
Will Jonen and Kapua Landgraf, Curriculum Committee Co-Chairs
Trude Pang, BLT Department Chair ~~AP~~

From: Susan Jaworowski, Paralegal Program Coordinator 

Subject: Proposed Certificate of Achievement in Paralegal

1. SPECIFIC ACTION REQUESTED: Approval of a Certificate of Achievement in Paralegal

Program Description: A paralegal is a legal professional who assists in the delivery of legal services, generally under the supervision of an attorney. The CA Program is designed for post-baccalaureate students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The certificate program provides the foundation for students to think critically and act ethically in the workplace and in the community. The certificate program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

Program Learning Outcomes: Upon successful completion of the Certificate of Achievement in Paralegal, the student should meet the following learning outcomes:

- **Ethics:** Identify ethical issues that arise and apply rules of professional conduct to determine how to resolve them. (e.g., show awareness of legal ethics, confidentiality, and unauthorized practice of law issues).
- **Communication:** Demonstrate oral and written skills required in legal settings (e.g., convey knowledge and ideas clearly and precisely).
- **Critical Thinking:** Demonstrate basic principles of legal analysis and apply critical thinking skills. (e.g., integrate and synthesize concepts, generate options, and make logical and rational decisions).

- **Interpersonal Skills:** Demonstrate adaptability, flexibility, and sensitivity in working with diverse types of people, identify and resolve problems and disputes (e.g., establish effective working relationships with attorneys, coworkers, clients, and others).
- **Professionalism:** Demonstrate organizational skills to perform and prioritize assignments and utilize time efficiently. (e.g., manage workflow, adhere to procedural deadlines, use resources and time efficiently).
- **Technology & Information Literacy:** Identify, evaluate, and use appropriate technology and resources to effectively investigate, research, and present legal issues (e.g., conduct library and online legal research, and prepare, edit, and transmit legal and court documents).

Career Option Statement:

Entry-level positions as a paralegal.

Program Prerequisite:

A bachelor's degree from an accredited four-year institution in the United States.

Proposed Curriculum to become effective Fall 2017

PROPOSED CERTIFICATE OF ACHIEVEMENT CURRICULUM

CERTIFICATE OF ACHIEVEMENT CURRICULUM, PARALEGAL (27 CREDITS)					
Course	Title	Credits	Suggested semester		
Required LAW Courses (24 credits)			1	2	
LAW 101	The Hawai'i Legal System	3	*		
LAW 102	Legal Research	3	*		
LAW 105	Law Office Management	3	*		
LAW 111	Litigation	3	*		
LAW 145	Computer Applications in the Law Office	3	*		
LAW 148	Legal Document Preparation	3		*	
LAW 202	Legal Interviewing, Negotiating, and Advocacy	3		*	
LAW 203	Legal Writing	3		*	
Cooperative LAW Course (3 credits)					
LAW 293P	Cooperative Paralegal Education	3		*	
TOTAL		27			
The issuance of a Certificate of Achievement requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate. A grade of "C" or higher is required in all LAW courses applicable to the certificate.					

courses in a one year, eighteen month, and two year option. The student would select one of three options in writing and the program coordinator would provide any necessary prerequisite overrides to permit the student to graduate using the proposed option.

4: SPECIFIC ISSUES:

During the Program's 2012 site visit, the site team leader recommended that the Program create a paralegal certificate for students who had already completed their bachelor's degree. This certificate, which is often found alongside a two-year degree in other ABA-approved paralegal programs, requires fewer courses in recognition that the graduate has already substantially met general education requirements.

5: BACKGROUND AND CONSEQUENCES:

In addition to thorough and lengthy discussion with the Paralegal Program Advisory Committee, the program director and one of the advisory committee members contacted a number of legal professionals, including the board of the Hawaii Chapter of the Association of Legal Administrators, for their opinion on the marketability of students who would have this certificate. While there are a few firms that indicated that they only hire experienced paralegals – which would exclude not only graduates with this certificate but the existing A.S. degree graduates – the substantial majority indicated that when equally qualified candidates would be considered, the candidate with the certificate would have the edge.

The focus of this change is to increase the success rate of existing qualified students in receiving a credential and be placed into the workforce. This would also help improve the Paralegal Program's persistence rate, as students will have fewer courses to take, which is projected to increase motivation to persist to get the credential. The Paralegal Program's persistence rate fall to spring has been slowly climbing over the past four years, from 70% to 77%. The projected impact of the Certificate of Achievement on these rates would be to continue to drive this rate upward, as qualified students with bachelor's degree could earn the Certificate of Achievement faster and thus be encouraged to remain in school and complete the certificate.

6. ACTION RECOMMENDED:

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